

COMOMAG INSTRUCTION 1750.1J

Subj: COMMAND SPONSOR PROGRAM

Ref: (a) OPNAVINST 1740.3 (series)
(b) MILPERSMAN 1810580

Encl: (1) Sponsor guidelines
(2) Sample Format of Welcome Aboard Letter

1. Purpose. To establish an effective sponsor program within Commanding Officer, Mobile Mine Assembly Group (COMOMAG) per references (a) and (b) by facilitating the reception and settling in of newly reported personnel and their families.

2. Cancellation. COMOMAGINST 1750.1H.

3. Action

a. The Executive Officer (XO) will: (R

(1) Assign a sponsor for all incoming officer personnel ordered to this command on PCS orders.

(2) Assign all incoming enlisted and officer staff members to a department.

(3) Ensure a Commanding Officer's welcome aboard letter (R is sent to each officer ordered to COMOMAG using enclosure (2), along with a Naval Air Station Corpus Christi Welcome Aboard Package.

(4) Ensure the sponsor receives a copy of enclosure (1), and follows guidelines listed.

(5) Ensure the assigned sponsor forwards a personal letter within 2 weeks of receipt of orders and within 5 days upon notification.

b. The Command Master Chief (Sponsor Coordinator) will:

(1) Assign a sponsor for all incoming enlisted personnel ordered to this command on PCS orders.

(2) Ensure the sponsor receives a copy of enclosure (1), and follows guidelines listed.

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(3) Ensure a Commanding Officer's welcome aboard letter (R is sent to each person ordered to COMOMAG using enclosure (2), along with a Naval Air Station Corpus Christi Welcome Aboard Package.

(4) Ensure the assigned sponsor forwards a personal letter within 2 weeks of receipt of orders and within 5 days upon notification.

4. All sponsors are encouraged to attend one of the Navy Family Service Center Relocation Assistance Office Sponsorship Workshops.

R. E. SWART

Distribution: (COMOMAGINST 5216.1S)
List I

SPONSOR GUIDELINES

1. A policy has been established at COMOMAG to assign a sponsor to each person ordered to report to COMOMAG. The sponsor represents the command in welcoming the new arrival and assisting in the member's adjustment to the new locality. The following list defines the minimum effort expected of a sponsor:

a. Write to the person promptly, offering your assistance and any information you consider pertinent. Also be sure to include the complete mailing address for COMOMAG; and

DSN/commercial phone numbers. This should be done within five days.

b. Keep the Admin Department and XO informed of correspondence or information received from the person you sponsor. This may include an earlier than anticipated reporting date. (R)

c. Attempt to contact the individual by phone. Sometimes this is a much easier way to pass info.

d. Answer correspondence from the individual promptly.

e. Arrange to meet the individual upon arrival to the area and assist with temporary or permanent housing for the family. Advise the XO/Administrative Officer/Department Head when the person arrives in the area. (R)

Note: NAS Corpus Christi does not put a person on the waiting list for base housing until the person actually detaches from their previous duty station. Be careful that you do not give the individual unwarranted optimism.

f. Be available to assist the individual when he or she reports for duty. Show the member around the base and identify facilities. Assist or arrange temporary transportation (i.e. rental car). Introduce him or her to other military personnel, go to lunch with the individual on the first day; etc.

2. You are expected to make the new arrival feel welcome at COMOMAG and are encouraged to enlist the aid of your spouse or other command personnel in getting the new family settled with as little disruption and confusion as possible.

Encl (1)
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COMMANDER'S PERSONAL STATIONARY

SAMPLE WELCOME ABOARD LETTER

Name, Rank/Rate, Grade
ADDRESS AND ZIP CODE

Dear SN Sealeggs,

It is my pleasure to welcome you as a member of Commanding Officer, Mobile Mine Assembly Group's staff. We are a key element in Mine Warfare, and I'm sure that you will find your work here a unique and rewarding experience.

_____ has been assigned as your sponsor, and can be reached at Commercial: (361) 939-4987 ext_____ or DSN: 861-4987. He/She will make your transfer as smooth and pleasurable as possible. If I can be of any further assistance, please let me know. Again, welcome aboard. (R)

R. E. SWART

Copy to:
Sponsor

Encl (2)